

Kansas Governor's Arts Awards *2011*

Requirements for Arts-in-Education – Educator Nominations

Submit the following documents in the order listed (use this as your checklist):

- ___ **Completed nomination form**
- ___ **Two-page narrative description of the nominee's merits**, responding to items A through D at the bottom of the nomination form
- ___ **One-page personal history or biography** of the nominee, written in narrative form
- ___ **Resume or vitae** of nominee
- ___ **Two written testimonials** from current or former students
- ___ **Two letters of support** from peers, colleagues, supervisors, key community members, professional associations, or experts in the field
- ___ **Support materials**: printed materials such as brochures, catalogues, articles or other materials featuring the arts activity of the program or school.

Optional Work Samples

- ___ **Arts In Education – Educator Work Sample Index** - completed with titles of works included
- ___ **Work samples on CD or DVD or uploaded to a website (see below)** containing examples of student work or program activity. We recommend that visual arts programs submit still images on CD, and performing arts programs submit video (on DVD) work samples.

Test all submissions on a DVD player or a computer to ensure the files are properly formatted, function correctly and are navigable. All submissions must be compatible with both Mac and PC platforms. Label must be printed directly on the disk; CDs or DVDs with adhesive labels will not be accepted.

If submitting a CD of still images: include a minimum of 10 images in jpg format of student work, projects and or teaching activities completed in the last five years. Only two of the 10 images may be details. Include an Arts In Education - Educator Photo Index Sheet in each nomination packet.

- ___ Submit one CD only, attached to the original nomination packet.

OR

- ___ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts In Education – Educator Work Sample Index.

If submitting a DVD: show a minimum of five minutes of student work completed in the last three years.

- ___ Submit eight DVDs: attach a DVD to each nomination packet.

OR

- ___ Upload video to your website, such as YouTube, or similar publicly accessible video service. Include website link on the Arts In Education – Educator Work Sample Index.